

CHARTER TRUSTEES MEETING



Report subject	Charter Trustees – Standing Orders, Handbook and Mayor-Making arrangements
Meeting date	30 April 2019
Report author	Hazel Randall, Mayor's PA & Civic Team Leader
Contributors	Tanya Coulter, Director, Law and Governance
Wards	All Bournemouth Wards
Status	Public
Classification	For Decision
Executive summary	<p>The Charter Trustees are asked to consider and approve the:</p> <ul style="list-style-type: none"> • Standing Orders at Appendix 1 • Handbook at Appendix 2 • date and arrangements for the Annual Mayor-Making Ceremony
Recommendations	<p>The Charter Trustees are asked to:</p> <ol style="list-style-type: none"> 1. Approve the Standing Orders as detailed at Appendix 1 to the report. 2. Approve the Handbook as detailed at Appendix 2 to the report. 3. Agree that the first Annual General Meeting of the Charter Trustees, for the election of the Mayor and Deputy Mayor, be held on 31 May 2019 at 11.15 am. 4. Consider and agree the preferred option for the venue of the ceremony and the arrangements for the reception as detailed in paragraph 5 below. 5. Review the guest list as detailed at paragraph 6 below.
Reason for recommendations	To ensure that the Standing Orders, associated administration and arrangements for the AGM of the Charter Trustees are in place.

Background

1. The Charter Trustees are asked to consider the following issues:
 - a. the Standing Orders as detailed at Appendix 1 to the report.
 - b. the Handbook at Appendix 2 to the report which includes the procedure for the selection and election to office.
 - c. the date and arrangements for the Annual Mayor-Making Ceremony.
2. The Standing Orders of the Charter Trustees referred to above indicates that the AGM of the Charter Trustees shall be held within 21 days of the Annual meeting of the Bournemouth, Christchurch and Poole Council. In accordance with this requirement it is proposed that the first AGM of the Charter Trustees be held on Friday 31 May 2019 at 11.15 am.
3. Bournemouth's Mayor-Making Ceremony has previously been held in the Pavilion Theatre followed by a drinks reception and lunch in the Pavilion Ballroom. This has included using the Lucullus Room for Councillors' robing and providing refreshments prior to the Ceremony.
4. The Council Chamber has been allocated for use by the Charter Trustees for all meetings.
5. Set out below are options for the venue and arrangements for the reception following the ceremony for 2019:
 - **Option 1:** Continue to use the Pavilion Theatre and Lucullus Room for the Ceremony with a Drinks Reception and Lunch afterwards in the Pavilion Ballroom.
 - **Option 2:** Use the Pavilion Ballroom and Lucullus Room for the Ceremony but have a Lunch only afterwards in a venue within walking distance, and all guests pre-pay for their own meals.
 - **Option 3:** Hold the Ceremony in the Council Chamber using the Royal Hampshire Room for robing, with a Buffet Reception afterwards in the HMS Phoebe/ Royal Hampshire Rooms or Willows/Tregonwell Rooms.
 - **Option 4:** Hold the Ceremony in the Council Chamber using the Royal Hampshire Room for robing, with a Lunch afterwards in a nearby venue, and all guests pre-pay for their own meals.
 - **Option 5:** Hold the Ceremony at the Pavilion Theatre or Council Chamber without refreshments.

The above options are for 2019 and the Charter Trustees will be asked to consider options for future years at a future Trustees meeting.

6. In previous years the number of guests and public attendance at the Mayor-Making Ceremony has varied. The Mayor Elect has often invited schools to the Ceremony, this has coincided with school holidays and therefore attendance has been limited. Set out below is the current guest list which the Charter Trustees are asked to consider and review.
 - Councillors with their partner or a guest
 - Honorary Freemen with partners or single invite if they don't have one
 - Honorary Aldermen with partners or single invite if they don't have one

- Past Mayors with partners or single invite if they don't have one
- Past Mayoresses (single invites)
- Bournemouth's MPs with a guest
- Mayor's incoming and outgoing Chaplains with a guest plus Team Rector & partner
- Press representative (single invite)
- Staff (single invites) – CE & Directors
- Mayor's Scout and Guide each with a parent (as under 16 yrs)
- The Mayor-Elect has been permitted to have 20 guests (including any partners) but pays personally for anything over that figure.

Summary of financial implications

7. All the options identified above can be funded from within the existing budget for 2019/20 acknowledging that option 1 would be at a greater cost.

Summary of legal implications

8. None.

Summary of human resources implications

9. None.

Summary of environmental impact

10. None.

Summary of public health implications

11. None

Summary of equality implications

12. None

Summary of risk assessment

13. None

Appendix 1 – Standing Orders

Appendix 2 – Handbook